Instructor Guidelines: AI Integration in Course Design

MCC's AI Stoplight Framework
MCC is introducing a campus-wide approach on student use of AI tools in academic courses. With this framework instructors can retain full control over how AI is utilized, but can use the framework to communicate expectations with students. This framework fosters clarity, consistency, and adherence to institutional values while supporting both instructors and students. For the purposes of this framework, "Generative AI" refers to any tool or platform (e.g., ChatGPT, Midjourney, DALL·E, Bard, etc.) that uses user prompts to generate written content, images, or other creative works. These outputs are not authored by the student and therefore require careful use, disclosure, and, where appropriate, citation.
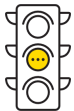
AI Stoplight Levels

Select the appropriate level for your course or assignments:

Red Light: No AI Allowed

- **Meaning**: AI is entirely prohibited.
- **Use**: Applied where originality or foundational mastery is critical.
- **Examples**: Writing an original story, solving math problems manually.

Yellow Light: Restricted AI Use

- **Meaning**: AI is allowed under specific instructor-defined parameters.
- **Use**: Applied to tasks where AI aids learning without replacing critical thinking.
- **Examples**: Using AI for brainstorming ideas or formatting assistance.

Green Light: Full AI Use Allowed

- **Meaning**: AI is permitted without restrictions, provided it's used ethically.
- **Use**: Applied to tasks that encourage exploring AI's potential.
- **Examples**: Editing business reports, analyzing data, creating charts.

Implementation Guidelines

1. **Define Scope:** Determine whether the stoplight framework will apply to the entire course or be tailored to specific assignments.
2. **Course/Assignment-Specific Levels**: Assign a stoplight level (Red, Yellow, Green) for your course or for each assignment. (If you are assigning stoplight levels per assignment do not set an entire course stoplight level since it will vary for each assignment.)
3. **Define Boundaries**: Clearly specify what is and isn't allowed to avoid confusion.
4. **Provide Examples**: Share acceptable and unacceptable AI uses for clarity.
5. **Review Regularly**: Update framework and guidelines as technology and educational practices evolve.
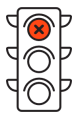
Ethical Principles for AI Use

Regardless of the chosen stoplight level, the following items can be emphasized:

- **Academic Integrity**: AI should support, not replace, learning. Violations include submitting AI-generated work as entirely your own.
- **Transparency**: Require students to disclose AI use.
- **Citation**: Ensure proper citation for AI tools in MLA, APA, Chicago, or IEEE styles.
- **Critical Thinking**: Encourage students to fact-check and verify AI-generated outputs.

AI Stoplight Templates:

Red Light: No AI Allowed

- **Prohibited Uses:** <Instructor parameters>

Yellow Light: Restricted AI Use
AI tools may be used within the following parameters for this course/assignment:

- **Permitted Uses:** <Instructor parameters>
- **Prohibited Uses:** <Instructor parameters>
- **Disclosure Requirements:** <Instructor parameters>

Green Light: Full AI Use Allowed

- **Ethical Considerations:** <Instructor parameters>
- **Disclosure Requirements:** <Instructor parameters>

AI Stoplight Template Example:

Red Light: No AI Allowed

Prohibited Uses:

- Generating essays or assignments with AI.
- Using AI tools to complete problem-solving tasks or research.

Yellow Light: Restricted AI Use

AI tools may be used within the following parameters for this assignment:

- **Permitted Uses:**
- Brainstorming ideas for a research paper.
    - Formatting citations or outlines with AI assistance.
- **Prohibited Uses:**
    - Using AI to write full paragraphs or complete assignments.
    - Submitting AI-generated content as original work.
  - **Disclosure Requirements:**
    - Clearly state when AI was used and for what purpose.

Green Light: Full AI Use Allowed

- **Ethical Considerations:**
    - Verify and fact-check AI outputs for accuracy.
- **Disclosure Requirements:**
    - Include a note in your submission about how AI was used, such as drafting, editing, or analyzing data.